

-Vacancy Announcement –

The Housing and Community Development Authority is accepting resumes for a Compliance Manager in the Real Estate Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov and Matt Rayburn at mrayburn@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 586901 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Title	Compliance Auditor Manager (Type A)	Exempt
Department	Real Estate Development: Compliance and Asset Management Division	
Reports to	Chief Real Estate Development Officer (CREDO)	Date last revised: Feb 2013
Supervises	Compliance Auditors (Type A), System Specialist	
Summary	<p>The Compliance Auditor Manager contributes to fulfilling IHCDCA's mission and strategic operational and program goals by ensuring that projects receiving federal and state funds through IHCDCA remain in program compliance prior to closeout and throughout the affordability period. The Compliance Auditor Manager (Type A) focuses primarily on compliance for projects receiving funding through the Home Investment Partnership Act (HOME), Community Development Block Grants (CDBG), and IHCDCA's Affordable Housing and Community Development Fund (DF, formerly TF).</p>	
Evaluation of performance	<p>Performance will be evaluated based on:</p> <ul style="list-style-type: none"> • Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description; • Meeting all personal SMART goals agreed upon between the Compliance Auditor and the Compliance and Asset Manager for each year; • Meeting all project deadlines, and other quality indicators; • Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDCA and its associated governing entities; and • Interacting positively with external partners by demonstrating quality customer service and proactive communication. 	

<p>Key outcomes expected</p>	<p>Effectively supervises others:</p> <ul style="list-style-type: none"> • Provide oversight to the Compliance Auditors (Type A) and System Specialist. • Provide leadership in all areas, including customer service, and professionalism. • Effectively perform all management functions of interviewing, coaching, training, disciplining, and evaluating performance, according to IHCD A practices. • Hold employees accountable for meeting goals/assignments and take appropriate steps when problems occur. • Take the lead on training new compliance auditors, and serve as a model and information resource for other compliance division staff members. • Demonstrate strong leadership skills and initiative. Head special projects and research as assigned by the CREDO. <p>Develop, design, and revise compliance forms and manuals for Federal and State funded programs, including HOME, CDBG, and Trust Fund:</p> <ul style="list-style-type: none"> • Update the compliance and monitoring portions of the award documents as needed • Update internal procedure manuals as needed to ensure the monitoring procedures are current • Work with CREDO to create and revise sample compliance forms, annual owner certification forms, and compliance manuals • Continue to improve the Monitoring Tool to maximize efficiency of monitorings and to ensure all necessary information is reviewed <p>Serve as IHCD A’s “Labor Standards Officer” and be responsible for various HUD reporting</p> <ul style="list-style-type: none"> • Submit all necessary labor standards report to HUD in a timely and accurate manner • Stay updated on labor standards issues, research labor standards issues, and attend appropriate training events as assigned by the CREDO • Serve as the primary point of contact for questions and issues related to labor standards • Submit other compliance reports (e.g. Section 3 and MBE/WBE) to HUD in a timely and accurate manner <p>Incorporate compliance division feedback into the HOME & CDBG allocation process:</p> <ul style="list-style-type: none"> • Provide feedback on organizational capacity of applicants • Participate in weekly SIP meetings • Provide underwriting division with information on outstanding noncompliance or incomplete closeouts during the 8609 process <p>Monitor HOME, CDBG, and Development Fund awards for program compliance:</p> <ul style="list-style-type: none"> • Perform in-house and onsite closeout monitorings to ensure completion of award conditions. • Monitor completed projects throughout the affordability period by conducting annual owner certification reviews. • Notify recipients of any noncompliance findings, work to resolve all findings, and provide strategies to avoid future noncompliance findings. <p>Work with the CREDO and contracted trainers (if applicable) to plan compliance training agendas, evaluate effectiveness of trainings, and brainstorm ideas for future training sessions.</p> <p>Research regulatory and programmatic issues as needed.</p> <p>Represent IHCD A on external committees, conference panels, IHCD A sponsored training events, and at ground breaking/open house events, as assigned by the CREDO.</p> <p>Attend trainings and certification courses as assigned by the CREDO.</p> <p>Write compliance related memos and newsletter articles as assigned by the CREDO.</p> <p>Attend and actively participate in all weekly Compliance and Asset Management Division staff meetings, as well as Real Estate Development Department staff meetings and IHCD A Management meetings.</p> <p>Keep DMS updated with changes in project information and contact information.</p>
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Knowledge, Skills and Abilities (KSA)	<p>Able to confidently and professionally interact with highly educated professionals on a day-to-day basis, such as the real estate developers and attorneys which make up IHCD's partners.</p> <p>Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.</p> <p>Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation</p> <p>Exceptional listener and communicator who effectively conveys information verbally and in writing.</p> <p>Resourceful team player who excels at building trusting relationships with clients and colleagues.</p> <p>Takes initiative and needs little supervision. Able to prioritize, organize tasks and time, and follow up. Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines.</p> <p>Proficient in basic computer skills, including Microsoft Word, Excel, Outlook, Power Point, Internet usage, etc.</p> <p>Proficient in basic mathematics.</p>
Education, experience, degrees, licenses, etc.	<p>Post-secondary education.</p> <p>Preferred 2-3 years experience in affordable housing, specifically compliance or management.</p> <p>Certification in HOME and CDBG, or ability to obtain certifications within first year of position.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations across Indiana periodically throughout the year.</p>